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### University Diversity Committee Minutes (11/17/05)

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California State University, San Bernardino

University Diversity Committee

Thursday, November 17, 2005

Present: Asbell, Carthen, Carswell, Clark, Constant, Diaz, Kakihara, Murillo-Moyeda, Rice, Texeira, Torrez, Zhang

Absent: Brotherton, Brown, Daniels, Futch

I. Approval of Minutes

Texeira suggested adding the date of the Winter “Conversations On Diversity” to the minutes. Murillo-Moyeda moved to approve. Constant seconded. Motion approved with one abstention.

II. Budget Report

Valencia reported she added the two approved funding events to the budget and currently the available balance is \$23,683.

III. Subcommittee Reports

a. Event Funding

No requests at this time.

b. Conversations on Diversity

Carthen provided a subcommittee report. The winter event will be February 7, 2006, from 1:00 – 4:30 pm featuring Ernie Siva as the keynote speaker followed by a special performance from Will and Company – “Portraits of Courage”. The subcommittee is currently working on the flyer. The co-sponsors are Human Resources, the Cross Cultural Center, Parking Services, and Access. The next subcommittee meetings are: November 28, December 5, January 9 and 23 and February 1 from 1:30 – 2:30 in SH-121.

For the spring quarter, the fee for B.D. Wong is \$10,750, for the honorarium and transportation expenses. The possible dates are May 9, 16, and 23. Carthen moved to fund \$10,750 to secure B.D. Wong for the spring event. Diaz seconded. Carthen stated UDC needs to get the campus to support staff attendance at the event.

Texeira asked for assistance in securing co-sponsors for the spring event. Kakihara will work on Intellectual Life. Diaz will work on ASI-funding. Carswell

will check with the Union. Torrez will ask CFA. Murillo-Moyeda will request a donation from ALFSS. Zhang will ask AAFS.

c. Diversity Webpage

Murillo-Moyeda provided an update on the award notification change – with the new statement regarding posting the event on the website. The recipients will have 48 hours from award notification to post the event on the website. Discussion regarding the procedures for posting funded events followed. Texeira suggested including a list of other places they can advertise their event. The letter will be amended with the contact person and strongly recommend posting the event at other campus venues. The committee suggested moving the time limit from 48 to 72 hours after receiving notification. The letter will be brought to the next meeting.

Zhang reported she met with the Undergraduate Studies (US) info tech staff regarding the website. Zhang suggested changing conference to Conversations on Diversity.

Clark reported the US staff worked on the webpage and there are changes needed on the webpage. Due to the amount of time spent needed to make the changes, Clark suggested hiring a student for 10 hours/week to search and post events on the website. Murillo-Moyeda stated it would be 2 – 3 weeks before the committee will have a cost estimate for the website. Clark suggested removing the annual reports from the website. Carswell suggested removing the on-line nomination form from the website.

IV. Diversity Training

a. Funding for Lunch

Clark reported the diversity trainers met over the summer and re-vamped the diversity training – Step I. Murillo-Moyeda reported on the changes made to the training. The training will be one-day of training instead of two half-days. The trainers requested funding for lunch for the participants attending the diversity training. Texeira moved to fund \$200 for lunch for the diversity training. Carthen seconded. Motion approved. Carswell stated they will be doing a pilot training in December and invited UDC to attend. Torrez suggested Thursday, December 9<sup>th</sup>.

b. “Lost Boys of Sudan”

Murillo-Moyeda reported Beeman would like to invite the speaker to the campus. Carthen suggested bringing the speaker for the Conversations on Diversity for the fall event. Torres thought Beeman wanted to have the speaker during the current year and was seeking co-sponsoring from UDC.

## V. Diversity Balanced Scorecard

Carthen suggested UDC come up with a scorecard to provide numbers for management. UDC needs to move to developing a diversity scorecard. Carthen stated the subcommittee should consist of the UDC chair, budget person, and member of the strategic committee. Torrez asked if there was an analysis done on the diversity training conducted for MPP. Clark asked if Carthen could provide some information on the scorecard. Texeira reported UDC needs to get feedback on events funded, including the number of attendees, etc.

Torrez suggested surveying participants who attended diversity training as a follow-up (such as 6 months and 1 year).

## VI. New Business

Carthen thanked the UDC for sponsoring her travel to attend training. She distributed copies of the presentations available at the conference.

Texeira recommended a movie “Good Night and Good Luck”.

Torrez reported on the conference she attended. Torrez recommended “North Country”. Carthen recommended “Primed”. Rice recommended “American History X”.

Meeting was adjourned at 4:00 p.m.